

3952 Seneca Falls Court  
Las Vegas, Nevada 89128

(702) 559-3431

# Marie Edmond

## Objective

To obtain a career position with a growing practice where performance and achievement are recognized, which therefore allows for professional growth and development.

## Experience

2012-2019 Frost Orthodontics Gilbert, AZ

### Financial Coordinator/Treatment Coordinator

- Maintains daily office production and collection goals.
- Presentation of patient's treatment plan options.
- Account receivables, and account payable.
- Implementing of new systems within practice.
- Processing of insurance claims, and insurance claim follow up.
- Obtaining Prior Authorizations.
- Posting of insurance payments.
- Expanded knowledge in all areas of Insurance Billing.
- Expanded knowledge in all areas of Front Office.

2003-2012 Western Dental Tempe, AZ

### Orthodontic Billing Specialist

- Presentation of patient's treatment plan options.
- Account receivables, and account payable.
- Implementing of new systems within practice.
- Processing of insurance claims, and insurance claim follow up.
- Obtaining Prior Authorizations.

- Posting of insurance payments.
- Expanded knowledge in all areas of Insurance Billing.
- Expanded knowledge in all areas of Front Office.

### **Computer Software**

•Eaglesoft,Ortho Edge